GENERAL AND REVENUE SECRETARIAT.

1914.

(Gen. Misc)

File No. 260/14

Serial Nos. 1–5

Papers Filed.

Month Jany 15.

SUBJECT.

Revised Form of Govt: Proceedings

PREVIOUS REFERENCES.	LATER REFERENCES.

GENERAL AND REVENUE SECRETARIAT.

(Pun)

NOTES.

Pun File No. 200 14-15

FILE HEADING.

Forms of the Preps of Sock

From

No.	Dated	Received

Diary No.	Enclos.	Spare Copies.	Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

NOTES—First Sheet.

GPB—35,000—15 6-12

17.12.14.

Submitted 2

1) As personally instructed by the Dewan I have obtained from the Gazetteers a revised Form for printing Gazette orders on the lines of the Madras Gazettes.

2) An additional change is also proposed viz to print the subject head at the top of the order sheet. (Vide Form).

3) If this is approved, standing instructions will issue to all Depts & the Gazetteers.

Dewan)

Dewan 16/12

4) The form may be shown to the Counsel & Secretaries for if it is in order before issue.

12.12.14 AG

5) The revised form is approved in Council.

12.12.14 AG

6) A draft Submission Note is put up.

3387 Dewan)
19-12-14

Dewan
19/12

DRAFT SUBMISSION NOTE.

I submit herewith for the information of His Highness a sample copy of the form proposed for adoption in future for printed proceedings of Government. It is mainly based on the more suitable form in which the orders of the Madras Government are printed. The Council are in favour of the proposed form.

22.12.14

Dec 1912

The following points require consideration with reference to the draft approved.

1) Has the draft to be printed yes.
2) Is this revises the previous order printed and included in the monthly Vol has this to be included in that Vol. yes
3) as this order issues on a reference from the Legl Secy. has not a copy of it also to be sent to him for information. Yes
4) Ale branches have to be informed of the instructions now issued.
5) Where the words "order thereon" occur shall they not be altered to "order as passed now."

Revised

Submitted to His Highness.

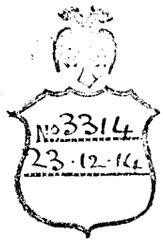
I submit herewith for the information of His Highness a sample copy of the form proposed for adoption in future for printed proceedings of Government. It is mainly based on the more suitable form in which the orders of the Madras Government are printed. The Council are in favour of the proposed form.

M. Viswanath
23rd Dec. 1916.

Record of Cases submitted for the Orders of His Highness the Maharaja

Subject.

Sample copy of the form proposed for adoption in future for printed proceedings of Government.



577

Order.

~~KRW~~

26/12/14

9) Secretary

26-12-14. RO

10) Issue tomorrow Dmw 28/12

11) V RM 29/12

Serial No.

Draft is put up — Appt. Issue

Sec'y 14

Abor 29/12

1. To, No: Q.6786-9.

Supdt Govt Press.

P.W.D Secretary

Geological Supdt Secretary

Railway Secretary

Director of Industries to furnish Govt Presses as soon as possible a Prescribed Form in which the Govt. Proceedings should be printed.

2 From the Superintendent Govt Press No. QQ-1-15. Requests detailed instructions regarding covering dockets & monthly Abstract Bills

15

The Supdt Govt Press wants more definite instructions in the matter of printing Govt Proceedings in the form recently approved by Govt. The question raised is whether the outside Dockets should appear in the monthly Bill with the Proceedings to which it relates or should be omitted as now.

The present practice is to print the dockets separately & append it to spare copies supplied to Govt and omit to

NOTE—Contn. sheet.

slips, d on

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

(6) Copy pasted below for expedition

insert it in the monthly Vol & its weekly parts. The abstracts appearing on the dockets together with the no collected & cund date. are printed as the beginning of the Vol in the order of Branches & Sections to form the Table of Contents to the 1st part of the Vol. There seems no difficulty in continuing this procedure if approved the Supervisor to be informed to that effect.

Sub-Postmasters

9/1/15 (7) The present practice may be continued

Secy (8) I agree 11/1

Please write to Secretance Director 12/1

(9) Draft put up

12/1/15 Issued 15/1/15

GPB—50,000—29-6-14

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

General and Revenue Secretariat. | Sm File No. 280 of 1914-15

Serial No.

3 To the Super Coorgers No 27349 dated 13-1-15. Directs that Covering dockets should be omitted in the new form in the months Progs Vol & inserted to spare Copies supplied to Depts.

4 From the Secy Medical Dept No 13429 of 12-1-15. Enquires whether the form prescribed in FC 15 for printed Progs only or for all orders issued from the Depts.

The history of this question is briefly as follows.

In the earlier years of the Rendition the form of the covering docket was merely "Govt of Mysore" following the practice of the Commission period. But within, the form used was "Progs of the Dewan for the Maharaja of Mysore" (vide Flag A portion below). Subsequently the form within was changed to "The Progs of the Govt of H.H. the Maharaja of Mysore" and the form on the covering docket was not changed. (vide Flag B portion). During the Regency by an order

Vol 5

NOTE—Contn. sheet.

GPB—25,000—2-11-14

General and Revenue Secretariat.

Pur File No. 260 of 1914-15

Serial No.

5

of July 1915 - the form within Printed Proofs was altered to "Proofs of the Govt of Mysore" (Flag C).

VI After the installation in 1902 it was ordered that all Proofs should issue in the name of "the Govt of His Highness the Maharaja of Mysore" and accordingly ~~the~~ form On the Covering docket and ~~in the body~~ the Printed Proofs was altered as it exists now. (vide Flag D perhaps)

VII Now that it has been ordered that the form of proofs on the Covering docket should be "Govt of Mysore" it might perhaps be advisable to adopt the form as in (Flag B) Because, it must be taken that it is not intended to change the form prescribed in 1902 as the same has not been expressly abrogated

Flag F

Subd for orders

BR 4/5/15 VII The following are the chief points of difference between the old and new forms.

(1) In the old form, both in the Covering docket

NOTE—Contn. sheet.

GPB—25,000—2-11-14

General and Revenue Secretariat.

File No. 1100 of 1914-15

Serial No.

as well as inside the designation adopted was "Govt of His Highness the Maharaja of Mysore" while in the new form, it is simply "Govt of Mysore"

A. This is the proper designation - also proceedings in the body - (not in the abstract)

This is correct - but the abstract should not appear in the Monthly Resp VR.

(ii) A separate sheet for printing the docket is done away with, and the same is done on the reverse of the order.

(iii) The following details are omitted in the docket.

This may not appear

— (a) Branch Designation of the Branch or Section from which the Resp: issue

Ditto

— (b) the word "Proceedings".

(iv) The following additions appear in the new form.

Correct

— (1) The Department from which the Resp: issue on the Covering docket -

Correct

— (2) Inside (i) Brief subject matter of the Resp.

(ii) the No & date of G.O. appears twice

May remain — to be repeated at the top of every page of the order runs over many.

The following are the points On which the Geological Dept seeks orders.

To now.

I. Whether the form prescribed may be adopted for the issue of Proceedings from the Secretariat or is meant only for the printed copies of the Resp:

Docketing as now

and in the latter Case whether the docketing &c for the Press Copy should be made in the Secretariat or whether the Press will do it

NOTE—Contn. sheet.

GPB--25,000--2-11-14

General and Revenue Secretariat.

File No. 100 of 1914-15

Serial No.

Govt of H. H. the Maharaja.

II Whether Proceedings (and Orders such as by letters, Notifns Memoranda &c, should issue in the name of "the Govt of Mysore" or in the name of "the Govt of His Highness the Maharaja of Mysore" as heretofore.

The meaning of I is not very clear. If by it is meant, that &c. for manuscript and typed orders will be issued as at present, and that in the case of those going to the Press to be printed, the Press bearing in mind the instructions now issued, should effect the necessary modifications in printing, the answer must be that the View is wrong. The instructions in question apply as much to the Secretariat as to the Press and the manuscript copy, as well as printed copies should be always be exact replicas of Each other.

In this View the docketing &c shd be done in the Sect: The Press Cant be Expected to do this.

With regard to Point II, it is for orders, whether tho' for the Sake of brevity the designation "Govt of Mysore" may

NOTE—Contn. sheet.

GPB—25,000—2-11-14

G. R. S. 12]

General and Revenue Secretariat. | File No. 400 of 191 Secy

Serial No.

be adopted in the docket, it is not desirable to continue the present practice of issuing the Proceedings in the name of His Highness the Maharaja by printing the inside as such.

It is also for order whether the printing of the Nos & date of G.O. twice (Vide Difference (iv)(2)(ii)) is not superfluous Secy) It is suggested for consideration that instead of noting on the Docket, merely the name of the Department from which the Proceedings issue the Branch or Section from which the Proceedings issue (& the Head of Correspondence) be also to be printed on the docket.

Secy) Please prepare a draft G.O. in accordance with my marginal remarks and then file through the Regr & Dy Secy. The draft should come up to me on or before 22/1.

Draw 1911 Mon 23.1.

Draft order put up.

RR 20/1/15

Put up a typed copy of the sample & the draft as revised.

RR 21/1.

Typed copy put up.

RR 21/1/15

Mon 19.1.

NOTE—Contn. sheet.

GPB—25,000—2-11-14

General and Revenue Secretariat.

File No. 200 of 1914-15

Serial No.

38 Submitted with reference to parag. 30 through Asst Secy

Bhagwansaneesar
21.1.15

Dy Secy

MSR
21.1.

Secy

B
22/1/15

Approved. Issue circular. Please get proof & see that no error creeps in.

Dunn
22/1

B
22/1
Dunn
22/1.

5- To the Superintendent of Census, Railway Deptt, Rly Deptt, Calcutta no 27726-C/8 23-1-15
Issues revised instructions for the preparation of Gypsy Reps
May the copy of revised instructions be circulated to all the Branches for guidance

BN
23/1/15 Yes, pending receipt of printed spare copies.

BN
23/1.

Branches I to VII

Noted & passed on to B VII.

25/1/15 Noted & passed on to B VIII

Noted & passed on to B VIII

Noted - To Branch VI

J Mis 310-14

Mis 170/14
R

NOTE—Contn. sheet.

dft Mis 80-16

GPB—25,000—8-14-11

14

General and Revenue Secretariat. | G.M. File No. 260 of 191 4

Serial No.

Passed on to Branch VII, which may return

SN
28/7/15

To the Committee for Govt Prop

SR
26/7

To Republican Rd

Rec'd 30/7/15

Rec'd from Branch VII

Returned 6/8/15

5 To the Supdt Govt Press
the Secy Railway Board
" Works "
" Geological "
Prescribes a revised form of Govt Props dispensing instructions for the preparation of the same -

7

NOTE—Contn. sheet.

GPB—25,000—2 11-14

G.R.S. 28]

File No. 100 W 15

Serial No. 1

*Diary No. of letter replied to*_____

Proceedings of the Government of His Highness the Maharaja of Mysore

GENERAL AND REVENUE SECRETARIAT.

( )

, *the* 191 .

READ—

Date of issue 29. 12. 14

Signed by Mr. Lewis R. Rice

ORDER ~~THEREON~~ — No. G 6786-99 29-12-14

The form in which the Proceedings of Govt are printed at present, having been found unsuitable in several respects, the Govt of H.H. the Maharaja are

over

SUBJECT.

GPB—50,000—1-12-12

direct

pleased to ~~prescribe a revised~~

~~form~~ in which the returns hereafter appear

Returns of Coal shipped ~~in future~~ be printed as per

Sample form appended.

Mem
for. 29/12
~~Sec~~ D/S Secy

To The Superintendents

The Secretaries to Govt

(1) & Deputy Geological Dept

& (3) Railways.

BR
29/12/11

1914-1915
SECTION Genl
FILE No. 260-14-15
SERIAL No. 2

Mysore Government Press,

Bangalore 9th Jan., 1915.

Dear Sir,

Will you kindly give me definite written instructions as to how the covering docket is to be treated with regard to the copies for the weekly and monthly Proceedings. As we print all these at one time now, it is very necessary that exact information should be supplied. We cannot print any January copies until this information is given me.

Yours sincerely,

Superintendent.

C. Sripathi Rao, Esq.,
Superintendent,
General Branch, G. & R. S.

G. R. S. 26]

File No. 1465

Serial No. 3

*Diary No. of letter replied to*_____

4

No. G 7349

General and Revenue Secretariat

( )

, *the* 191 .

To

The Supdt, Govt Press,

Bangalore

Date of issue 13th Jan 15

Signed by Hon'r. Rama Rao

Sir,

With reference to your D.O. letter dated 9th instant, asking for definite written instructions as to how the covering checkers to be treated with regard to the monthly Reports Vols & their weekly parts, I am directed to state that they are to be omitted in the bound volumes and

over.

SUBJECT.

12/1/15.

attached to the spare copies supplied to this Office as is being done at present. It is hoped no difficulty will be experienced in following the above course.

The abstracts on the dockets will be collated and arranged in the order of branches and Sections and printed at the beginning of the Volume of Post Crop Monthly to form the Table of Contents to part I thereof, just as is being done at present.

I have &c

Mem
12/1

Lord Kg Secy

OH two
12/1/18

List of enclosures,

Copied by

Examined by

GPB—25,000—4-3-13

GPB—2,000—11-2-14

6

M.G.D. 12]

MYSORE GEOLOGICAL DEPARTMENT.

DATED BANGALORE, 12th January ..... 1915.

No. 1342

DIARY No. 5805

19/1/1915
SECTION Political
No. 280-14-15
4

FROM

DR. W. F. SMEETH, M.A., D.SC., A.R.S.M., etc.,
Secretary to the Government of H. H. the Maharaja of Mysore
Geological Department.

To

D.M. Narasinga Rao, Esquire, B.A.,B.L.,
Offg. Secretary to the Government of His Highness
the Maharaja of Mysore,Gen. & Rev. Depts.

SIR,

With reference to Government Proceedings No.G.6786~~89~~-9 G.M.206-14-1, dated 29th December 1914, I have the honour to request to be informed whether the form prescribed therein for the printing of Government Proceedings may be adopted for the issue of Proceedings from the Secretariat or is meant only for the printed copies of the Proceedings, and in the latter case whether the docketing &c., for the Press copy should be made in the Secretariat or whether the Press will do it.

2. I also request information as to whether proceedings (and other orders such as by letters, Notifications, Memoranda &c.,) should issue in the name of "the Government of Mysore" or in the name of "the Government of His Highness the Maharaja of

7

of Mysore" as heretofore in accordance with Proceedings No.3024-9/ Mis.490, dated 1st September 1902 which has not been superseded.

I have the honour to be,

Sir,

Your most obedient servant,

Secretary to Government,

Geological Department.

C.N.

PROCEEDINGS OF THE GOVERNMENT OF H. H.

THE MAHARAJA OF MYSORE.

Fair Copy Signed by
Mr Mackenzie Rao
Asst Secy
Issued 23-1-15
on

Read ~~again:-~~

Government Order No G. 6786-9/ G M 260-14-1 dated 29th December 1914, prescribing the form for printing the Proceedings of Government.

ORDER ~~THEREON~~: NO. G 7726-9
G. M. 260-14-5

Dated, Bangalore the 23rd January 1915

With a view to facilitate the preparation of Government Proceedings in a proper form, Government are pleased to consolidate and issue the following revised instructions:-

(1) As directed in Government Order No 3024-9/Misc. 490 dated 1st September 1902, all letters, office memoranda, notifications and Proceedings shall continue to issue in the name of " the Government of His Highness the Maharaja of Mysore".

(2) All printed orders of Government should have the covering docket printed on the ~~re~~obverse as shown in the sample form - appended to this order and not on a sepa - rate sheet. In numbering the pages of -- the order, the docket shall be left out of calculation.

(3) The docket should not ~~be printed~~ appear with the order in the monthly Volume of - proceedings.

(4) On the docket, the ~~title~~ should - be "Government of His Highness the Maharaja of Mysore" with the name of the department from which the order issues, -- printed below it. ~~Inside the order,~~ The brief subject as well as the number and date of the order should be printed at the top of the first page of the order itself above the title "Proceedings of the Government of H.H. The Maharaja of Mysore", the number and date of the order being repeated at the top of every page, should the - order run over many pages.

(5) The docketing of all printed -

orders should be done in the Secretariats concerned and forwarded to the - press with the Press copy.

Dhw 22/1

Offg. Secretary to Government.

To

The Superintendent, Government Press.

The Secretary, Railway Department.

The Secretary, Public Works Department.

The Secretary, Geological Dept. ~~Mines~~

~~To~~

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

G.O. No. G 5256-93/G.M. 233-14-1 dated 23rd November 1914.

Confidential Reports.

Prescribing a revised form of ~~confidential reports~~ regarding the work done by graded officers, with suitable instructions for preparing the same.

Confidential Reports.

No. Dated,

PROCEEDINGS OF THE GOVERNMENT OF H.H.THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

Read ---

x x x x x x

x x x x x x

Order No. G. 5256-93/G.M. 233-14-1 dated, 23rd November 1914

x x x x x x

x x x x x x

x x x x x x

Offg: Secy.to Govt., Gen. & Rev. Depts.

To --

x x x

x x x

x x x

x x x

x x x

Dmn 27/1.